UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Minutes

Minutes for the meeting Tuesday, June 26th 2007
Building 22, G22 10:00am – 10:45am

1. Preliminary Business

1.1. Apologies
- Bruce Flint (Director of B&G and Management Representative)
- Daniel Leo (OHS Coordinator & Representative for Administration, Arts, Student Services, Commerce, Law, Education)
- John Patterson (Deputy Vice Chancellor (Op) & Management Representative)
- Muttucumaru Sivakumar (A/PR Civil, Mining & Environmental Engineering and Management Representative)
- Jenny Smith (Unicentre)
- Lynne Wright (Director of EEO)

1.2. Attendance
- Joanne George (CPSU Representative)
- Wayne Ireland (WAC Representative for Buildings & Grounds & Accommodation Services)
- Ian Laird (WAC Representative for Engineering & Informatics & Committee Chair)
- Pieter Moerkerken (NTEU Representative)
- Michael Negendahl (OHS Officer & Committee Secretary)
- Will Price (Head of Department (Chemistry) & Management Representative)
- Kellie Ridges (WAC Representative Health & Behavioural Science, Science & Creative Arts)
- Darren Smith (Acting OHS Manager)
- John Steele (Director of Personnel & Management Representative)
- Richard Walsh (ITC)

Alternates
- Chris Grange (Vice-Principal (Administration))
- Tony Johnson (Assistant Director of B&G)
- Ellen Manning (OHS Coordinator for Science & Engineering)

Others
- Des Fitzsimmons (Faculty of Creative Arts WAC Chair Alternate)
- Trevor Gollan (ITS WAC Chair)
- Greg Kerr (Commerce WAC Chair)
- Michael Manning (Library WAC Chair)
- Ron Marshall (Engineering WAC Chair)

1.3. Special welcome to guests
The Committee welcomes the Deans representative for this meeting, Professor Trevor Spedding (Deputy Dean of Commerce).
1.4. **Confirmation of Previous Minutes**
The previous minutes were accepted without change.

1.5. **Starred items**
The following items were starred for discussion:
- 2 Business arising
- 3.2.1 OHS Performance
- 3.2.3 Workcover Self Insurance OHS Audit
- 4.1 Campus Wide Awareness of Hazard/Incident Reporting
- 4.2 WAC Survey Results
- 5 Late Business

2. **Business Arising**
Nil.

3. **Reports**

3.1. **Chairperson’s Report – (Ian Laird)**
Nil.

3.2. **OH&S Unit Report**

3.2.1. **OHS Performance**

   **Workers Compensation Summary**
   The number of new workers compensation claims reported in May was 7, with one resulting in lost time which was a journey claim.

   Ian Laird noted the increase in journey claims for the first half of the year. Darren Smith outlined the circumstances surrounding such, and noted that initiatives are to be developed to increase awareness of safe travel to and from work.

3.2.2. **WorkCover Notifiable/Significant Incidents**
Nil.

3.2.3. **New Items:**

   **WorkCover Self Insurance OHS Audit - 18-22 June**
   The Workcover Self Insurance Audit was conducted throughout the week 18th – 22nd June 2007. Details of the audit findings are to be discussed.

   Darren Smith provided a summary of the Workcover Audit findings noting that a positive outcome was obtained with the University having its 3 year self insurance licence renewed. It was noted that Workcover were satisfied with the system currently in place at the University and that a sufficient knowledge of this system as well as individual responsibilities were understood by those involved in the audit.
Darren outlined the corrective actions that were given to the University and the process for the development of a corrective action plan to be forwarded to Workcover in the coming two weeks. It was noted that the audit findings are to be forwarded to Workcover where a review of the workers compensation claims history and financial position will be conducted.

Darren thanked the areas involved in the audit; B&G, the Library and the Graduate School of Medicine as well as the OHS Unit which worked with these areas in the lead up to the audit.

Darren noted that there were very few similarities between the last audit corrective action findings, with the benchmarking of workers compensation claims data being the only corrective action related to the 2003 audit. It was noted that benchmarking is undertaken with respect to all other OHS statistics and that currently there was no industry benchmarking for workers compensation claims data.

John Steele reiterated that only a small number of self insured organisations obtain a 3 year licence and commended the OHS Unit on its efforts.

3.2.4. Outstanding Items

Nil.

3.2.5. Training

There were 6 OHS Courses conducted in May for 82 participants.

3.2.6. OHS Management Documentation for Review

Nil.

4. General Business

4.1. Campus wide awareness of Hazard/Incident Reporting

Pieter Moerkerken raised the issue of an apparent lack of reporting of recurrent hazards. It was noted that fire exits were the major source of this issue notably Building 40, 17 and the Library. The concern was that of an attitude of “it’s not my problem” is evident across campus.

Ian Laird suggested the WAC chairs review the WAC efficiency in relation to hazard reporting and highlight any issues that may be present, along with an education campaign to highlight the issue at school safety committee also.

Darren Smith noted the large increase in hazard reporting in the past 12 months and stated that it was not a lack of awareness but possibly a lack of awareness of the fire exit requirements in particular. It was suggested that information pertaining to fire exits be included in the building warden training, with a push for stewardship of keeping fire exits clear going to building wardens.
4.2. WAC Survey Results

It was noted that 5 of the 13 WAC surveys were yet to be completed and forwarded to the OHS Unit. As a result, the analysis of such has been re-scheduled for the July meeting.

5. Late Business

5.1. WAC Chairs Reports

Reports on the progress and problems being encountered by the WAC’s.

Engineering WAC:
- Developed 3 school safety committees which feed into Faculty WAC
- Experiencing problems with a lack of academic staff attending WAC meetings
- Currently developing a database to collate and store the results of workplace inspections.

B&G WAC:
- Undergoing review after internal audit conducted by OHS Unit
- Implementing schedule which has line management responsible for inspections of B&G compound so inspections of other areas under B&G’s responsibility across campus can be inspected.

Science WAC:
- Continuing to conduct workplace inspections
- Focus on local training needs and the development of SWP’s
- Experiencing troubles getting all chemicals onto Chemalert
- Finding an increase in clutter due to a lack of space in Building 41 and current moving of offices etc.

ITC:
- Renovations now completed
- Inspections conducted on Uniadvice area in Building 36
- Issues with a lack of building wardens and first aiders
- Looking at implementing current processes into operations in Dubai.

Commerce WAC:
- Building 40 undergoing renovations
- As a result of renovations a large number of building wardens will now be in one location. Solutions are being developed
- Continuing to conduct workplace inspections
- Continuing to report hazards via Safetynet
- Highlighted issue of fire doors not closing properly leading to possible unauthorised entry after hours. Solutions being looked into
- Issue of fire brigades actions in response to fire alarms. Inefficient practices leading to slow response times of 10 – 12 minutes.

Library WAC:
- Recently participated in the Workcover Self Insurance Audit. Thanks to OHS Unit for assistance with preparation
- Continuing building renovations
- Currently reviewing evacuation procedures to ensure that all staff are fully
aware of the emergency evacuation procedures

Creative Arts WAC:
- Initiatives to increase academic membership on WAC being undertaken
- Tailoring risk assessment forms to suit unique hazards in FCA
- Due to have a dust extraction system installed in the Sculpture studio in July.

ITS WAC:
- Currently reviewing emergency evacuation procedures especially for the ITS labs where at times >500 staff and students present. Increasing awareness of all staff to evacuation procedures.
- Tailoring safe work procedure forms to suit unique hazards/tasks in ITS.

HBS WAC:
- Experienced 80% turnover in WAC membership over past 6 months
- Increase in the academic representation
- Appointment of new WAC chair to commence in August – also an academic
- Laboratory audits being conducted – all staff involved
- Chemalert now up to date with all chemicals on SHS sites
- Increasing presence of OHS in the practical teaching classes
- Increasing awareness of evacuation procedures at Faculty level
- Experiencing difficulty recruiting building wardens.

5.2. Progress of the Smoke Free Workplace Policy and the Policy on Alcohol and Drugs in Employment

Ian Laird noted the missing action items in relation to the policy reviews from the May meeting. Darren Smith noted that the suggested changes by the Committee had been implemented and the policies were now to be forwarded to Council for approval before being released.

5.3. OHS Management Documentation for Review

Ian Laird noted the missing action items in relation to the documentation reviews from the May meeting. Darren Smith noted that the suggested changes had been reviewed with some implemented into the documents.

5.4. NTEU OHS Survey

Pieter Moerkerken informed the Committee of an OHS survey being circulated by the NTEU and encouraged the completion of same.

Next Meeting

17th July 2007, Building 36, Room 3.04